SCREENSHOTS: SUBMITTING AN REPORTABLE EVENT

1. Log in to Cayuse: https://oregon-state.app.cayuse.com/

2. Ensure you are in the Cayuse HE module by clicking on “Products” and “Human Ethics”:

3. In “My Studies”, select the study for which you are submitting the report.
4. In the upper right corner, click on “New Submission” and select “Incident”.

5. Select “Edit”.
6. Complete the Reportable Event form and ensure each section is complete. If you do not see a white check mark in the blue menu, you have not answered a required question and must answer it before the report can be submitted.

7. When you have completed the form, click on “Complete Submission”.
8. If you are the PI, make sure you “Certify” the submission. If you are not the PI, the PI will be notified that the submission needs their certification. They must certify before the submission will be routed to the HRPP. If changes need to be made to the report, they can “Return” it to make further changes before submitting and certifying.